



2019 Annual Income & Expense Report

RETURN TO:
ASSESSOR OFFICE
50 Church Street
Windsor Locks CT 06096

(860) 627-1448
assessor@wlocks.com

FILING INSTRUCTIONS - Please return the completed form to the Windsor Locks Assessor's Office on or before August 15th, 2020. In accordance with Section §12-63c(d), of the Connecticut General Statutes, as amended, any owner of rental real property who fails to file this form or files an incomplete or false form with intent to defraud, shall be subject to a penalty assessment equal to a *Ten Percent (10%) increase* in the assessed value of such property. The information filed and furnished with this report will remain confidential in accordance with §12-63c(b), which provides that actual rental and operating expenses shall not be a public record and is not subject to the provisions of Section §1-210 (Freedom of Information).

GENERAL INSTRUCTIONS - Complete this form for all rented or leased apartment, commercial, retail, industrial or combination property. Identify the property and address and provide **Annual information for the Calendar Year 2019.**

TYPE/USE OF LEASED SPACE: Indicate use the leased space (i.e., office, retail, warehouse, restaurant, garage, etc.).

ESC/CAM/OVERAGE:

ESCALATION: Amount, in dollars, of adjustment to base rent, either pre-set or tied to the Inflation Index.

CAM: Income received from common area charges to tenant for common area maintenance, or other income received from the common area property.

OVERAGE: Additional fee or rental income. This is usually based on a percent of sales or income.

PROPERTY EXPENSES & UTILITIES PAID BY TENANT: Indicate the property expenses & utilities the tenant is responsible for. Abbreviations may be used (i.e., "RE" for real estate taxes & "E" for electricity).

VERIFICATION OF PURCHASE PRICE: Must be completed if the property was acquired on or after January 1, 2019.

WHO SHOULD FILE - All individuals and businesses receiving this form should return the completed form to the Assessor's Office. All properties rented or leased, including residential properties containing four or more units must complete this form.

NOTE: OWNER-OCCUPIED: If the owner of the property is an LLC or Corporation, and the Tenant/Occupant has a different LLC or Corporation name then you must complete the Tenant listing section; you cannot claim owner-occupied.

HOW TO FILE - Each summary page should reflect a single property. If you own more than one rental property, a separate report/form must be filed for each property in this jurisdiction. **All property owners must sign & return this form to the Windsor Locks Assessor's Office on or before August 15, 2020 to avoid the Ten Percent penalty.**

A COMPUTER PRINTOUT IS ACCEPTABLE IF ALL THE REQUIRED INFORMATION IS PROVIDED.

The due date of August 15th is for 2020 ONLY and will be back to June 1st starting in 2021

**RETURN TO THE ASSESSOR ON OR BEFORE AUGUST 15, 2020 TO AVOID THE
10% PENALTY**

Owner _____
 Property Address _____
 Unique ID _____

SCHEDULE A – 2019 APARTMENT RENT SCHEDULE

Complete this Section for Apartment Rental activity only.

UNIT TYPE	NO. OF UNITS		ROOM COUNT		UNIT SIZE SQ. FT	MONTHLY RENT		TYPICAL LEASE TERM
	TOTAL	RENTED	ROOMS	BATHS		PER UNIT	TOTAL	
EFFICIENCY								
1 BEDROOM								
2 BEDROOM								
3 BEDROOM								
4 BEDROOM								
OTHER RENTABLE UNITS								
OWNER/MANAGER/JANITOR OCCUPIED								
SUBTOTAL								
GARAGE/PARKING								
OTHER INCOME (SPECIFY)								
TOTALS								

BUILDING FEATURES INCLUDED IN RENT
 (Please Check All That Apply)

- Heat
- Electricity
- Other Utilities
- Air Conditioning
- Tennis Courts
- Stove/Refrigerator
- Other Specify _____
- Garbage Disposal
- Furnished Unit
- Security
- Pool
- Dishwasher

SCHEDULE B - 2019 LESSEE RENT SCHEDULE

Complete this section for all other rental activities.

NAME OF TENANT	LEASED SPACE BLDG & SUITE NUMBER	TYPE/USE OF LEASED SPACE	LEASE TERM			ANNUAL RENT				PROPERTY EXPENSES & UTILITIES PAID BY TENANT
			START DATE	END DATE	LEASED SQ. FT.	BASE RENT	ESC/CAM/ OVERAGE	TOTAL RENT	RENT PER SQ. FT.	
TOTAL										

COPY AND ATTACH IF ADDITIONAL PAGES ARE NEEDED

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Owner _____
Property Address _____
Unique ID _____

VERIFICATION OF PURCHASE PRICE

(Complete if the property was acquired on or after January 1, 2019)

PURCHASE PRICE \$ _____ DOWN PAYMENT \$ _____ DATE OF PURCHASE _____

FIRST MORTGAGE	\$ _____	INTEREST RATE _____ %	PAYMENT SCHEDULE TERM _____ YEARS	<table border="1"><thead><tr><th colspan="2">(Check One)</th></tr><tr><th>Fixed</th><th>Variable</th></tr></thead><tbody><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></tbody></table>	(Check One)		Fixed	Variable						
(Check One)														
Fixed	Variable													
SECOND MORTGAGE	\$ _____	INTEREST RATE _____ %	PAYMENT SCHEDULE TERM _____ YEARS											
OTHER	\$ _____	INTEREST RATE _____ %	PAYMENT SCHEDULE TERM _____ YEARS											

DID THE PURCHASE PRICE INCLUDE A PAYMENT FOR: Furniture? \$ _____ (VALUE) EQUIPMENT? \$ _____ (VALUE) OTHER (SPECIFY) \$ _____ (VALUE)

WAS THE SALE BETWEEN RELATED PARTIES? (CIRCLE ONE): YES NO APPROXIMATE VACANCY AT DATE OF PURCHASE _____ %

WAS AN APPRAISAL USED IN THE PURCHASE OR FINANCING? (CIRCLE ONE): YES NO APPRAISED VALUE /NAME OF APPRAISER _____

PROPERTY CURRENTLY LISTED FOR SALE? (CIRCLE ONE) YES NO

LEASEHOLD IMPROVEMENTS (CIRCLE ONE) LANDLORD TENANT

IF YES, LIST THE ASKING PRICE \$ _____ DATE LISTED _____ BROKER _____

Remarks - Please explain any special circumstances or reasons concerning your purchase (i.e., vacancy, conditions of sale, etc.) _____

2019 ANNUAL INCOME AND EXPENSE REPORT SUMMARY

RETURN TO THE ASSESSOR ON OR BEFORE AUGUST 15, 2020 TO AVOID THE 10% PENALTY

Owner _____
Mailing Address _____
City / State/ Zip _____

Property Name _____
Property Address _____
Unique ID _____

1. Primary Property Use (Circle One)
A. Apartment B. Office C. Retail D. Mixed Use E. Shopping Center
F. Industrial G. Other _____
2. Gross Building Area (Including Owner-Occupied Space) _____ Sq. Ft.
3. Net Leasable Area _____ Sq. Ft.
4. Owner-Occupied Area _____ Sq. Ft.
5. No. of Units _____
6. Number of Parking Spaces _____
7. Actual Year Built _____
8. Year Remodeled _____

INCOME - 2019

9. Apartment Rental (From Schedule A) _____
10. Office Rentals (From Schedule B) _____
11. Retail Rentals (From Schedule B) _____
12. Mixed Rentals (From Schedule B) _____
13. Shopping Center Rentals (From Schedule B) _____
14. Industrial Rentals (From Schedule B) _____
15. Other Rentals (From Schedule B) _____
16. Parking Rentals _____
17. Other Property Income _____
18. **TOTAL POTENTIAL INCOME** (Add Line 9 Through Line 17) _____
19. Loss Due to Vacancy and Credit _____
20. **EFFECTIVE ANNUAL INCOME** (Line 18 Minus Line 19) _____

EXPENSES - 2019

21. Heating/Air Conditioning _____
22. Electricity _____
23. Other Utilities _____
24. Payroll (Except management, repair & decorating) _____
25. Supplies _____
26. Management _____
27. Insurance _____
28. Common Area Maintenance _____
29. Leasing Fees/Commissions/Advertising _____
30. Legal and Accounting _____
31. Elevator Maintenance _____
32. Security _____
33. Other (Specify) _____
34. Other (Specify) _____
35. Other (Specify) _____
36. **TOTAL EXPENSES** (Add Lines 21 through 35) _____
37. **NET OPERATING INCOME** (Line 20 minus Line 36) _____
38. Capital Expenses _____
39. Real Estate Taxes _____
40. Mortgage Payment (Principal and Interest) _____
41. Depreciation _____
42. Amortization _____

I DO HEREBY DECLARE UNDER PENALTIES OF FALSE STATEMENT THAT THE FOREGOING INFORMATION, ACCORDING TO THE BEST OF MY KNOWLEDGE, REMEMBRANCE AND BELIEF, IS A COMPLETE AND TRUE STATEMENT OF ALL THE INCOME AND EXPENSES ATTRIBUTABLE TO THE ABOVE IDENTIFIED PROPERTY (Section §12-63c (d) of the Connecticut General Statutes).

SIGNATURE _____ DATE _____
NAME (Print) _____ TITLE _____ TELEPHONE _____

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